



Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623

AGENDA
PLANNING & ZONING COMMISSION
THURSDAY, February 27, 2020
7:00 P.M. TOWN HALL

1. CALL TO ORDER
2. ROLL CALL
3. 7:00 p.m. – 7:05 p.m.
Minutes of the February 13, 2020 meeting.....Attachment A
4. 7:05 p.m. – 7:10 p.m.
Public Comment – Persons present not on the agenda
5. 7:10 p.m. – 7:30 p.m.
Interviews for Planning Commission.....Attachment B
6. 7:30 p.m. – 7:45 p.m.
Request for two zone text amendments.....Attachment C
7. 7:45 p.m. – 8:15 p.m.
Work Session De-Brief.....Attachment D
7. 8:15 p.m. – 8:20 p.m.
Staff Update
8. 8:20 p.m. – 8:25 p.m.
Commissioner Comments
9. 8:25 p.m. – ADJOURN

*** Please note all times are approx.**

Upcoming P & Z Meetings:

3-12-2020 – 500 Buggy Circle/MIP SUP
522 Eighth Street – SUP & Minor Site Plan Review
3-26-2020 - TBD

MINUTES
CARBONDALE PLANNING AND ZONING COMMISSION
Thursday February 13, 2020

Commissioners Present:

Ken Harrington, Vice-Chair
Nick Miscione
Jay Engstrom
Jade Wimberley

Staff Present:

Janet Buck, Planning Director
Mary Sikes, Planning Assistant

Commissioners Absent:

Michael Durant, Chair
Marina Skiles
Jeff Davlyn
Nicholas DiFrank (1st Alternate)

Other Persons Present

Ralph and Pat Wanner

The meeting was called to order at 7:00 p.m. by Ken Harrington.

January 30, 2020 Minutes:

Jay made a motion to approve the January 30, 2020 minutes. Nick seconded the motion and they were approved unanimously.

Public Comment – Persons Present Not on the Agenda

There were no persons present to speak on a non-agenda item.

Election of Vice-Chair

A motion was made by Jade to reappoint Ken Harrington as Vice-Chair. Nick seconded the motion and he was approved unanimously.

PUBLIC HEARING – Subdivision Exemption

Location: 1328 Barber Drive

Applicant: Patricia Wanner

Janet stated that this is a public hearing to consider an application for a Subdivision Exemption. She said that the Planning Commission is required to hold a public hearing and approve the application, deny it or continue the public hearing.

Janet said that this property is zoned Multiple-Family Residential District (R/MF) in the Crystal Village PUD. She said that there is an existing triplex, which was constructed in

1994, which is located on the property. She stated that the applicant would like to subdivide the parcel into three lots.

Janet stated that the project was developed in conformance with the zone district criteria. She said that the proposed lots would also comply with the zoning.

Janet said that two parking spaces are required for each dwelling unit. She stated that each triplex unit has a single car garage with one space in the driveway for a total of two spaces per unit. She stated that the parking is in compliance.

Janet said that Block 25 was subdivided into Lot 1 and Lot 2 in 1993. She stated that at that time, the utility service lines were described as "spaghetti" style of services because they crisscross each other towards the front of the lot. She said that as a result, the plat which was approved at that time included a 20 ft. wide utility easement along the front of the lot. She explained that the utility easement would be retained on this plat as well to allow maintenance and repair of the service lines.

Janet said that a gas line extends along the north side of the lot towards the rear of the parcel. She said that there is an existing 15 ft. wide utility easement in this location. She said that the gas service lines then extend out from the rear of the parcel to each townhome unit. She said that the draft plat shows a large utility easement would be located in this area for maintenance and repair of those utility lines. She said that shallow utilities are also located in this area.

Janet said that each unit has separate utility meters.

Janet said that the UDC does not require a surveyed plat to be submitted for a Subdivision Exemption application.

Janet stated that if this is approved, the applicant would be required to have a Subdivision Exemption plat prepared by a licensed surveyor. She said that all of the utility easements, including the gas line easements, will need to be shown on that plat as well as the accurate location of the service lines (as-builts). She stated that there is a condition that the plat would have to be reviewed and approved by Town Staff prior to recordation.

Janet said that the driveways for 1330 and 1332 are connected. She stated that the lot line should be adjusted to line up with the joint of the driveway, if possible. She said that the party wall agreement should address the maintenance of the shared driveways in the future.

Janet stated that a Party Wall Agreement was submitted with the application. She said that this agreement only addresses the party wall between each unit. The party wall should be expanded to cover maintenance of the roof and the re-siding the triplex as a common element.

Janet said that the sewer service lines are located under the driveways. She said that the party wall agreement should address damage and replacement of driveways due to work on utility service lines.

Janet stated that Park Development, School District and Fire District fees are due at the time of subdivision. She said that these fees have been made conditions of approval.

Discussion

- Boundaries of the shared driveway.
- Do they need an access easement for the driveway?
- Does each unit have access to their utilities?
- Does the property next door have shared driveways?

Ralph Wanner, **36 Meadow Court** said that he built both buildings in 93-94. He explained the layout of the driveway and said that each driveway was twelve feet in width.

Pat Wanner, **36 Meadow Court** said that she is here on behalf of her parents that live in North Dakota. She said that their intention is to sell these units separately because they are getting older. She said that they have been managed by a property management company over the years. She said that it would be an asset to Carbondale to have more units for sale.

Jay said that the drawings in the packet are as-builts. He said that after the survey if the utilities were different a unit might not have access to their utilities.

Janet explained that Town Staff would need to approve the survey.

Ralph explained that it was a fanned shaped lot and that the utilities had not been laid out correctly.

Jay asked if the water main was under the driveway.

Ralph said that it was in the street and that it goes straight in.

Jade asked why the application was an exemption.

Janet explained and read the definition from the code. She said that it is three lots or less.

Jade said that it was a win win for everyone.

Janet asked if there were firewalls.

Ralph explained that there were and that they were tested by an extensive fire in the middle unit. He said that the Building Official at the time gave the firewalls an A+.

Motion to close the comment portion of the public hearing

Jay made the motion to close the comment portion of the public hearing. Nick seconded the motion and it was approved unanimously.

Motion

Nick made a motion to approve the Subdivision Exemption with the recommended findings and conditions in the Staff report. Jay seconded the motion and it was approved unanimously.

Yes: Ken, Nick, Jay, Jade

No: none

Staff Update

Janet said that the final documents for 1201 Main Street were approved on Tuesday night.

Janet said that Main Street Marketplace will be submitting their first three building permit applications in a few months. She said that they will be working on the infrastructure in the meantime as they have submitted their letter of credit.

Janet said that she is scheduled to meet with the Forest Service and that they have had several meetings. She said that their plans are still evolving and that she went to the open house on First Friday.

Janet said that she saw Tristin a former Commissioner and that he's working back in town. The Commission suggested reaching out to him to see if he was interested in applying for the open seat.

Janet said that we had another applicant that lives out of town and that Jade will be moving so she will have the second out of town seat on the Commission.

Janet said that the work session is Tuesday with the Board and that is the only item on the agenda.

Discussion Forest Service and Dangerous Pullouts

- Intersection at Weant Blvd and Main Street needs help, stop sign on Main?
- Make an obvious crosswalk across Main Street from Mi Casita.
- Sidewalk improvement from Main Street to Sopris Park along Weant Blvd.
- Can the older building to the south of the Forest Service Building be moved and relocated?
- Can the chimney and other building materials be re-used?
- Where is the location of the trees and the bench on their site plan?
- Is the rear addition to the south historical?

- Janet has made some suggestions, a living wall and a bigger window to replace several smaller windows.

Commissioner Comments

Jade brought up 1201 Main Street, south driveway out of Sopris Liquors, is taking a left over a double yellow line illegal? It is a dangerous maneuver at this location and a bicyclist was hit here recently.

Jade said that she is turning 50 on Monday but that she would be at the work session on Tuesday.

Motion to Adjourn

A motion was made by Jay to adjourn. Nick seconded the motion and the meeting was adjourned at 7:50 p.m.

DRAFT



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Planning & Zoning Commission Memorandum

Meeting Date: 2-27-2020

TITLE: Appointment for Planning and Zoning Commission

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: Application for Tristan Xavier Francis
Application for Erica Stahl Golden

BACKGROUND

Currently, the seat for the 2nd Alternate for the Planning Commission is vacant.

Two applications for that position have been submitted. One is from Tristan Xavier Francis and the other from Erica Stahl Golden. Both applicants will be at the meeting to answer any questions the Planning Commission may have.

After the discussions, the Commission should form a recommendation to the Board of Trustees.

RECOMMENDATION

Staff recommends that the following motion: **Move to recommend that _____ be appointed as the 2nd Alternate for the Planning and Zoning Commission.**

Prepared By: Janet Buck, Planning Director



**Town of Carbondale
Planning and Zoning Commission
Application for Appointment**

Applicant Name: TRISTAN XAVIER FRANCIS
 Mailing Address: 459 N. 8th St., CARBONDALE, CO 81623
 Street Address: 459 N. 8th St., CARBONDALE, CO 81623
 Telephone: 970-340-9358
 E-mail Address: TRISTANX.FRANCIS@HOTMAIL.COM

Reappointment

If you are seeking reappointment, it is only necessary to fill in the top portion of this application.

Please Answer the Questions Below

- 1.) The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustee meetings a couple of year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues?
NO, I HAVE NO ATTENDANCE ISSUES.

- 2.) Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.
YES, AT 2757 DESIGN I WORK WITH LODE & PLANNING ISSUES DAILY AND WANT AN OBJECTIVE PLANNING PROCESS.

- 3.) Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.
NO

- 4.) What do you like best about the Town of Carbondale?
THE OPENNESS AND ACCEPTANCE OF ALL PERSPECTIVES.

- 5.) What is one thing that would make Carbondale a better place to live?
MORE AFFORDABLE HOUSING.

- 6.) Please identify what you feel are some of the key issues facing the Town in the next 5-10 years,
CLIMATE CHANGE, DEVELOPMENT, HOUSING COSTS.

Planning and Zoning Recommendation

Date: _____
 Selection: YES NO

Action Taken by Board of Trustees

Date: _____
 Selection: YES NO
 Term Expiration: _____

Approval Signature: _____ Date: _____



**Town of Carbondale
Planning and Zoning Commission
Application for Appointment**

Applicant Name:	Erica Stahl Golden
Mailing Address:	927 Village Rd, Carbondale, CO 81623
Street Address:	927 Village Rd, Carbondale, CO 81623
Telephone:	970.445.7193
E-mail Address:	erica@2757design.co

Reappointment

If you are seeking reappointment, it is only necessary to fill in the top portion of this application.

Please Answer the Questions Below

- 1.) The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustee meetings a couple of year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues?
No issues foreseen at this time.

- 2.) Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.
Yes, I believe that all applications should be given a fair and through review to determine the appropriateness of the application given the towns regulations and overall goals for the future.

- 3.) Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.
As a local architect, there could be specific projects that I am involved in where I may need to recuse myself, but none are known of at this time.

- 4.) What do you like best about the Town of Carbondale?
I love the eclectic nature of the people, the art and the architecture. I love that you can see the history in the downtown alongside more contemporary buildings with art sprinkled all throughout the town. I love First Fridays and festivals that shut down Main Street.

- 5.) What is one thing that would make Carbondale a better place to live?
The downtown area is becoming less diverse as housing costs continue to rise, we have a large Latinx population that is often not as well represented, I see a lot of local non-profits working to help encourage multicultural gatherings and I see this as an opportunity for the Town of Carbondale to continue its efforts to have the diverse population active & represented within our community.

- 6.) Please identify what you feel are some of the key issues facing the Town in the next 5-10 years,
I think that appropriately scaled and thoughtfully designed infill projects in the downtown area that provide affordable/attainable housing solutions will help bring the right amount of density + diversity to support Main Street restaurants and businesses. Maintaining walk-ability and encouraging sustainable development are very important during periods of growth.

Planning and Zoning Recommendation

Date:
Selection: YES NO

Action Taken by Board of Trustees

Date:
Selection: YES NO
Term Expiration:

Approval Signature: _____ **Date:** _____



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Planning Commission Agenda Memorandum

Meeting Date: 2-27-2020

TITLE: Request for Amendments to Unified Development Code (UDC)

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: MU Height Letter dated February 21, 2020
Self Storage Parking Letter dated February 21, 2020

BACKGROUND

Section 2.4.1.B. of the UDC allows any person to suggest to the Planning and Zoning Commission that an amendment to the UDC be given consideration.

DISCUSSION

Two letters have been submitted by Jack Schrager and Riley Soderquist of Loge Properties LLC. Jack and Riley were part of the development team for 1201 Main (formerly known as Colorado Lofts).

One letter requests an amendment to increase the height limit in the MU zone district from 35 ft. to 38 ft. and/or to change the way the heights are measured. This item was discussed at the P&Z and Board work session on February 18, 2020. At the work session, Board members suggested that the HCC also be looked at to create consistency. This item would require some public outreach to get public feedback. Staff would also like to discuss this with those who have recently worked on projects in the MU and HCC zone district, i.e., Main Street Marketplace, vacant HCC parcels in the downtown, etc.

The second letter is to reduce the parking requirements for mini-storage uses. Staff had asked Jack and Riley to do some research to see what other communities require. This research is attached to the letter. Staff has not closely reviewed their findings but based on a preliminary review, it may warrant discussion.

FISCAL IMPACTS

There do not appear to be fiscal impacts related to these requests.

RECOMMENDATION

Staff recommends that the Planning Commission review the letters to determine whether the Commission would consider moving forward on either amendment. In the case of the increase of building height, Staff would recommend that the item be placed on future agendas for discussion and to receive input from the public prior to initiating a public hearing.

If the Planning Commission is inclined to initiate an amendment to the text of the UDC for one or both requests, the Commission should make a motion as follows: **Move to initiate a zone text amendment to:**

- 1. Increase the height limit in the MU and HCC zone districts and/or**
- 2. Reduce the required parking for mini-storage uses**

Prepared By: Janet Buck, Planning Director

Loge Properties LLC
414 Aspen Airport Business Center, Unit A
Aspen, CO 81611

February 21, 2020

Planning & Zoning Committee of the Town of Carbondale
Town of Carbondale
511 Colorado Avenue
Carbondale Colorado, 81623

Members of the Planning and Zoning Committee of Carbondale:

Thank you for your feedback and support during the 1201 Main St. Major Site Plan Review process. Near the end of the Board of Trustees meeting on December 10, 2019, the Trustees asked us about our experience with the Town's Unified Development Code ("UDC") and for any related feedback we may have. We think the UDC does a great job of articulating what the town wants and encouraging smart development. We do, however, believe that building quality in the MU district could be improved by some combination of (i) increasing the building height limit to 38' and (ii) measuring from the higher of (a) existing grade and (b) street-level (main street on which the building fronts).

As you know, the height limit in the MU district is 35', measured at each point from existing grade. This creates a challenging situation for sites that slope downward from the street and leads to some combination of (1) a primary building entrance located (sometimes meaningfully) below street level and (2) a building height of less than 35'. We believe that both factors have a disproportionately negative impact on the quality of the commercial space (vs. the residential space).

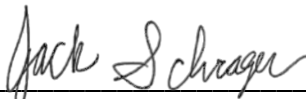
For a case study on our proposal, we have summarized how we designed our 1201 Main project to be compliant with the UDC and some of the challenges that came up during design.

At 1201 Main, the highest point of the site is the southwest corner, where Main St. meets Highway 133. From there, the site rapidly slopes downward to the northeast. Due to the setback rules (10' max front setback from Highway 133), we had to place the building in a spot that was significantly below the street corner (4' vertical). Had we decided to build on natural grade, access to the plaza and retail area would have been challenging from an ADA standpoint, and the recessed walkway along the western side of the building would have been heavily shaded and uninviting. Instead, we raised the southwest corner of the building above natural grade to alleviate the above concerns. However, as a result of raising the building, we ended up with sub-optimal commercial ceiling heights (11' 6" and 10' 6"). Due to the height restrictions and our desire to avoid even lower commercial ceilings, we were not able to raise the building as much as we wanted.

A more level site would make the plaza and commercial area feel much more open and improved pedestrian access with fewer stairs and shorter ramps. We would have raised the commercial ceiling height to 13'+, giving the shops a much more inviting atmosphere. We feel that these changes would have increased the prominence of the commercial and communal space on the western and southern parts of the site.

While the UDC does a great job of articulating the development goals of the Town, we feel that this is one abnormal condition for which the UDC could allow more flexibility. At 1201 Main, if there had been a clear path for improvement within the UDC and without a variance, we would have pursued that route. We also considered requesting a building height variance; however, we received counsel from multiple parties that requesting a variance is an invariably long and losing proposition.

While we did not benefit from a possible revision to the UDC at 1201 Main, we are about to begin work on the redevelopment of the Sopris Shopping Center. The shopping center site also slopes downward dramatically from Highway 133, similar to 1201 Main. We hope that you will agree with us that improving the UDC to better accommodate tough site conditions is in the best interests of the Town and the community. With your support, we would like to present the case before you at your meeting on February 27, 2020 and later to the Board of Trustees (if you are supportive). Thank you for your consideration.



Jack Schrager
Partner



Riley Soderquist
Partner

Loge Properties LLC
414 Aspen Airport Business Center, Unit A
Aspen, CO 81611

February 21, 2020

Planning & Zoning Committee of the Town of Carbondale
Town of Carbondale
511 Colorado Avenue
Carbondale Colorado, 81623

Members of the Planning and Zoning Committee of Carbondale:

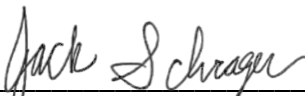
Thank you for your feedback and support during the 1201 Main St. Major Site Plan Review process. As we begin to work on our next project, we would like you to consider a potential amendment to the UDC: reducing the parking requirements for self-storage (mini-storage) projects. Currently, the UDC requires one parking space per 1,250 gross square feet. Based on (i) data from Sopris Self-Storage (located at 1201 Colorado Ave) and (ii) parking requirements in other cities in the region, we request that the parking requirements for self-storage be amended to 1 space per 80 storage units with a minimum of six spaces. We believe this amendment would lead to cleaner and more appealing site plans by eliminating excess parking spaces that will not be used.

The number of daily visitors to self-storage facilities is fairly low. Most people visit their units infrequently and visit times are relatively brief. These trends are exemplified by data from Sopris Self-Storage, which consists of 26,282 SF of rentable storage in 270 storage units and 700 SF of office space. To our knowledge, neither the Town nor the owner of the facility has ever received complaints regarding insufficient parking. At Sopris Self-Storage, tenants must input unique passwords to enter and exit through an automated gate, allowing the facility to keep track of who visits the facility and when those visits occur. We have attached a summary of the maximum number of concurrent visitors to Sopris Self-Storage each day in June 2019, December 2019 and January 2020 (Exhibit A). Units per maximum visitor and Rentable SF / maximum visitor are also shown to normalize for facility size. In June 2019, the median (and average) number of maximum concurrent visitors was three (90 units per visitor). In December 2019 and January 2020, the median (and average) was two (135 per visitor).

We do not believe the low visitor count and parking usage at Sopris Self-Storage is an anomaly. Many other cities and towns in the region have adopted parking requirements that reflect a similar usage pattern (Exhibit B). The list of cities in Exhibit B is by no means exhaustive, but a variety of population levels and states are represented. Based on the current parking requirements in the UDC, a 72,000 SF storage building would require 58 parking spaces. Of the 25 cities listed in Exhibit B, the same development would require between one and 18 parking spaces, with an average of five and a median of three. Our proposal of 1 per 80 units with a minimum of six spaces would require seven spaces.

Based on the evidence above, we believe that our proposed reduction would still provide sufficient parking to future self-storage facilities. Reduced parking requirements that better reflect the low usage intensity of self-storage properties would lead to more appealing developments and a more efficient use of space.

Best,

A handwritten signature in cursive script that reads "Jack Schrager".

Jack Schrager
Partner

A handwritten signature in cursive script that reads "Riley Soderquist".

Riley Soderquist
Partner

Exhibit A: Sopris Self-Storage Visit Data

June 2019				December 2019				January 2020			
Date	Max Visitors*	Units / Max Visitors	SF / Max Visitor	Date	Max Visitors*	Units / Max Visitors	SF / Max Visitor	Date	Max Visitors*	Units / Max Visitors	SF / Max Visitor
6/1/19	6	45	4,380	12/1/19	5	54	5,256	1/1/20	3	90	8,761
6/2/19	3	90	8,761	12/2/19	2	135	13,141	1/2/20	0	--	--
6/3/19	2	135	13,141	12/3/19	2	135	13,141	1/3/20	4	68	6,571
6/4/19	3	90	8,761	12/4/19	3	90	8,761	1/4/20	2	135	13,141
6/5/19	4	68	6,571	12/5/19	5	54	5,256	1/5/20	2	135	13,141
6/6/19	3	90	8,761	12/6/19	1	270	26,282	1/6/20	1	270	26,282
6/7/19	5	54	5,256	12/7/19	4	68	6,571	1/7/20	2	135	13,141
6/8/19	3	90	8,761	12/8/19	3	90	8,761	1/8/20	1	270	26,282
6/9/19	4	68	6,571	12/9/19	2	135	13,141	1/9/20	2	135	13,141
6/10/19	2	135	13,141	12/10/19	3	90	8,761	1/10/20	2	135	13,141
6/11/19	6	45	4,380	12/11/19	1	270	26,282	1/11/20	1	270	26,282
6/12/19	4	68	6,571	12/12/19	1	270	26,282	1/12/20	2	135	13,141
6/13/19	2	135	13,141	12/13/19	4	68	6,571	1/13/20	2	135	13,141
6/14/19	3	90	8,761	12/14/19	2	135	13,141	1/14/20	2	135	13,141
6/15/19	2	135	13,141	12/15/19	2	135	13,141	1/15/20	2	135	13,141
6/16/19	4	68	6,571	12/16/19	2	135	13,141	1/16/20	1	270	26,282
6/17/19	2	135	13,141	12/17/19	2	135	13,141	1/17/20	3	90	8,761
6/18/19	4	68	6,571	12/18/19	6	45	4,380	1/18/20	1	270	26,282
6/19/19	3	90	8,761	12/19/19	2	135	13,141	1/19/20	2	135	13,141
6/20/19	3	90	8,761	12/20/19	2	135	13,141	1/20/20	1	270	26,282
6/21/19	1	270	26,282	12/21/19	1	270	26,282	1/21/20	1	270	26,282
6/22/19	0	--	--	12/22/19	2	135	13,141	1/22/20	3	90	8,761
6/23/19	0	--	--	12/23/19	4	68	6,571	1/23/20	2	135	13,141
6/24/19	2	135	13,141	12/24/19	2	135	13,141	1/24/20	3	90	8,761
6/25/19	5	54	5,256	12/25/19	0	--	--	1/25/20	4	68	6,571
6/26/19	2	135	13,141	12/26/19	0	--	--	1/26/20	1	270	26,282
6/27/19	3	90	8,761	12/27/19	1	270	26,282	1/27/20	2	135	13,141
6/28/19	3	90	8,761	12/28/19	4	68	6,571	1/28/20	2	135	13,141
6/29/19	3	90	8,761	12/29/19	3	90	8,761	1/29/20	3	90	8,761
6/30/19	4	68	6,571	12/30/19	2	135	13,141	1/30/20	1	270	26,282
				12/31/19	2	135	13,141	1/31/20	1	270	26,282
Average	3	97	9,449	2	134	13,047	2	2	164	16,011	
Median	3	90	8,761	2	135	13,141	2	2	135	13,141	
Maximum	0	45	4,380	0	45	4,380	0	0	68	6,571	
Minimum	6	270	26,282	6	270	26,282	4	4	270	26,282	

Exhibit B: Self-Storage Off-Street Parking Requirements in Various Cities

Count	City	State	Parking Requirements	Required Spaces for Sopris Self-Storage Expansion (72,000 GSF, ~550 units)*
1	Flagstaff	AZ	3 plus 1 per 100 storage units	9
2	Prescott	AZ	5 plus 1 per 100 storage units	11
3	Tucson	AZ	2 for office space plus 1 per 4,000 SF of internal units (no parking required for external garages)	18
4	Winslow	AZ	1 per employee on largest shift	1
5	Alamosa	CO	1 per 100 storage units (min 5)	6
6	Boulder	CO	1 per 300 SF office plus 3 spaces for visitors	3
7	Eagle	CO	1 per full-time employee on duty, plus vehicular movement areas to allow on-site loading and unloading	1
8	Glenwood Springs	CO	3 spaces plus 1 per resident caretaker	3
9	Greeley	CO	1 per 300 SF office plus 1 space per employee	1
10	New Castle	CO	2 spaces per 3 employees	2
11	Pueblo	CO	1 per 400 SF office plus 1 per 2 main shift employees	1
12	Garden City	KS	2 parking spaces per 1 employee on maximum shift	2
13	Grand Island	NE	0.75 times the maximum number of employees on the largest shift	1
14	Gretna	NE	Greater of (i) 2 spaces and (ii) 1.5 spaces per employee	2
15	Lincoln	NE	2 spaces for office plus 1 for every 60 internal units	9
16	Kearney	NE	1 per 5,000 SF	14
17	Omaha	NE	1 per 5,000 SF (if all internal units); 1 per 300 SF of office (min 3) if external garages	14
18	Gallup	NM	3 plus 1 per 100 units	9
19	Moab	UT	1 per 2 employees on the largest shift	1
20	Odgen	UT	1 per 5,000 SF	14
21	Provo	UT	2 spaces for the office plus 1 per 200 units (min 2)	3
22	Vernal	UT	1 per employee on largest shift	1
23	Buffalo	WY	1 per employee on largest shift plus 1 per company vehicle	1
24	Cheyenne	WY	1 per 2 employees on largest shift plus 1 per company vehicle	1
25	Laramie	WY	1 per 100 units plus 1 per employee on largest shift	7
Comparable City Average				5
Comparable City Median				3
Comparable City Maximum				18
Comparable City Minimum				1
	Carbondale	CO	1 per 1,250 SF (Current parking requirement)	58
	Carbondale	CO	1 per 80 Units (Proposed new parking requirement)	7

* The Sopris Self-Storage expansion will not add any incremental office space; existing office space of 700 SF is adequately parked (3 spaces). All numbers rounded to the nearest whole number.



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Agenda Memorandum

Meeting Date: 2-27-2020

TITLE: Planning Commission/Board of Trustees Work Session De-Brief

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: Meeting Notes 2-18-2020
Work Session Memo from 2-28-20 (Revised)

BACKGROUND

A work session between the Board of Trustees and the Planning Commission was held on February 18, 2020. The intent of this agenda item is to de-brief from the meeting and to determine next steps.

To help facilitate this discussion, Staff has attached meeting notes from that work session as well as the Staff Memo which went into the Board and the Planning Commission packet for the work session. (The Staff Memo has been revised to reflect the status of current developments, i.e., under construction, building permit under review, etc.)

RECOMMENDATION

Staff recommends that the Commission have a general discussion regarding the work session and provide direction to Staff on next steps.

Prepared By: Janet Buck, Planning Director



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

BOARD OF TRUSTEES/PLANNING COMMISSION WORK SESSION NOTES
FEBRUARY 18, 2020

Present at the meeting:

Board Members

Dan Richardson
Marty Silverstein
Heather Henry
Louis Yllanes
Ben Bohmfalk
Lani Kitching
Erica Sparhawk

Planning Commissioners

Michael Durant
Ken Harrington
Jay Engstrom
Marina Skiles
Nick Miscione
Nicholas DiFrank (1st Alternate)

Staff Members

Janet Buck, Planning Director
John Leybourne, Planner

Janet Buck provided an overview of her Staff Report dated February 18, 2020. The main takeaways were:

- Ø The UDC was done shortly after adoption of the 2013 Comprehensive Plan.
- Ø Since adoption of the UDC, Mixed-Use Developments are being proposed.
- Ø Number of public hearings required before P&Z and the Board have been reduced.

- Ø Town Staff, property owners and the public seem to find the code easier to understand.
- Ø The UDC should be revised from time to time to keep it up-to-date.
- Ø Staff will be looking to do a Comprehensive Plan Update in 2021.

The Board and Commission discussed the following:

Affordable Housing

As UDC amendments are considered, factor in ways to encourage affordable/deed-restricted housing, i.e., parking reductions. Ben suggested four story buildings. Lani said some amendments may be worth pursuing as long as we look at the landscape of the entire community.

Lani asked that mobility issues be considered as improved mobility benefits the entire community.

HCC Zone District

Janet said that the 30% limit on lot area which can be utilized for residential parking is having unintended consequence and resulting in larger residential units. She said that should be reconsidered.

Marina asked that the distance from a residential unit and an off-site parking space be increased. The Board supported that suggestion.

Dan suggested aggregate parking. Janet noted that some of potential developers in the HCC had asked about reserving a corner of a larger parcel for surface parking to be used to meet the parking requirements for residential units which are located off-site.

Marina brought up amending the code so properties in the HCC that are off of Main Street could have residential uses on the ground floor adjacent to streets. Heather said we already allow quite a bit of residential in the MU zone district. If the Town starts giving too much flexibility to allow residential vs. commercial, the Town may find itself in a difficult position as it relies on commercial development for revenue.

Potential Code Amendments:

*Distance Requirements for Off-Site Parking for Residential Units
30% Surface Limitation for Residential Parking*

Historic Preservation

Nick brought up amending the historic preservation regulations so that historic buildings could not be demolished without Town approval. Janet explained that the question is “owner consent” vs. “non-owner consent” for landmarking and preserving historic buildings. She said the existing regulations require owner consent.

Heather said that would have to be brought back to the Board as a policy discussion and expressed reservations. Dan said he had no desire to take it to the level of the City of Aspen. Ben said if someone owns a building, it is up to them to be landmarked.

Janet explained how the Town currently works on a case-by-case basis to encourage people to preserve their historic structures through fee waivers, variances, etc. John noted that tax credits are available to property owners who rehabilitate their buildings.

Marty said that the current system seems to be working and preservation is taking place without twisting people’s arms.

Nick brought up having a review of new construction and additions for properties in the OTR district. Michael suggested that the CHPC draft some regulations and then bring them to the Planning Commission for discussion.

Potential Code Amendments

CHPC draft regulations to require either a mandatory or courtesy review in OTR

Building Height in MU zone district

Janet said that there had been discussion of increasing the allowed height in the MU zone district from 35 ft. to 38 or 39 ft., so the ground floor commercial has higher ceilings.

Heather suggested that if the Commission is looking at height allowances in the MU zone district, that the HCC be considered as well so there is some consistency. She said she would support that change.

Potential Code Amendments

Increased height allowances in the MU and HCC zone district

R/HD Zoning Parameters

Janet said that she is very concerned about the mass and scale that is allowed in the R/HD zone district. She said she has been working with some potential developments and it could result in a 35 ft. high building that is five feet from the property line along a street. She noted that she approved a smaller project in the R/HD zone district with three stacked units. The units are small at 320 sq. ft. It is at the 35 ft. height limit and will be visible from Main Street. It is being termed a “tiny tower.” She noted this one is

small and if a development is constructed on a 12,000 sq. ft. lot, it would be significant. She suggested that the R/HD zone district be reviewed and perhaps there should be some design standards, i.e., building step backs.

Michael suggested developing some supplemental standards for R/HD, similar to the ones for OTR and HCC.

Potential Code Amendments

Develop supplemental standards for R/HD to address mass and scale

ADUs

Ben said he noted that all of the ADUs that are in Town are all near downtown and that he would like to see them in other neighborhoods. He acknowledged that covenants prohibit them in many neighborhoods.

Lani said that she would like to see the PUD regulations loosened up to allow ADUs. She said that would be a step towards achieving what they want to do.

Nick said that covenants are contradictory to Colorado Revised Statutes.

Marty noted that ADUs help young people and old people.

Erica said she lives in Crystal Village which is a PUD that doesn't allow ADUs and there are five ADUs on her block.

Janet said that much of the Town is in PUDs, there are over 30 PUDs, and they don't allow ADUs. She said the best way to move forward is to have neighborhood meetings in PUD neighborhoods to see if the property owners are interested in amending their PUD or rezoning to straight zone districts. There would need to be more than 50% agreement to move forward. She said it would take a lot of time.

Michael said the Town Board would need to be involved in that. Dan said there would need to be a workshop to discuss that item.

Corner Lots

Heather said that she would like to see corner lots addressed as it relates to fences so that tall fences aren't allowed adjacent to a front yard of an adjoining residence.

Comprehensive Plan

Janet noted that typically Comprehensive Plans are done every ten years. The current one was done in 2013, however, Staff was thinking of doing an update in 2021.

It was agreed that the whole Comprehensive Plan would not be re-done, just updated incrementally. Hopefully it would include the updated demographic data from the 2020 Census.

Some of the items the Board and Commission discussed including in the plan update were:

- Ø Bike and trails (bring all the plans into one place)
- Ø Housing (updated with current study)
- Ø Water Resiliency
- Ø Aging in Place/Age-Friendly Community (recognize AARP status)

Lani mentioned that the State requires riverfront easements and river streamside protection.

Dan brought up carry capacity and resource conservation. Lani brought up the drought of 2018. She said this is an opportunity to monitor and measure in terms of natural resources.

Heather said she didn't like the term "carrying capacity" but it is a conversation we should have.

Nicholas suggested the term "limits of acceptable terms." He said there is also climate resiliency to hit marks and points.

Dan said he liked that term. Marty said he agreed we need to have the conversation, whatever term we use.

Ben said he was uncomfortable with carrying capacity. He asked: the world population is growing, state is growing, and we want to shut the gate?

It was discussed that during the last plan, community members didn't want to just accept the DOLA growth trends, but that conversation came about organically rather than having it be a specific topic in the RP. Michael said he wasn't sure how much faith he has in the state demographer.

Jay said there are two big projects which have been approved: 1201 Main and Main Street Marketplace. He said as things build out, the conversation within the community may change.

Lani said the aging population may affect our income potential and impact our revenue stream. She said there are a couple of ways to take this up.

Lani noted she hears the term resiliency a lot, but it is not measurable.

Public Comment

Mark Chain said the Comprehensive Plan in 2000 happened organically. The community got together and talked about big issues. He suggested setting aside a large amount of time, having a big dinner and enjoying yourselves. He added you don't know what will happen in Carbondale with the amount of money available – what if Kroenke buys CRMS? Mark noted the UDC works pretty well.

Nicolette Toussaint said there are Naturalist Nights and climate change is occurring in the Roaring Fork Valley. She said water comes from snow and if there is no snow, there is no water. She said there needs to be a long range plan for things like landscape and water efficiency.

Nikki Delson said the older community and older generation is not taking from the community. She said we retire at 60 or 65 and contribute to the community, including volunteering. She said demographic-wise, they are there to contribute.

Closing Comments

Heather said make sure the dialog remains open at any point. She said we don't have to wait a year to have this discussion. She said she appreciates the work the Planning Commission does – with thought and grace.

Ben said as we do amendments, always have an eye out for amendments that can address affordable housing.

Dan asked about thoughts on short-term rentals. Michael suggested that the Finance Department should check on number of applications and whether there is an increase in short term rentals. He said the Commission is not in a position to provide metrics. Then, if desired, the Board could direct the Planning Commission to look at short term rental regulations.

Jay said, as of right now, it does not seem to be a problem but that is the time to put regulations in place.

Lani said this needs to be further discussed. Dan said he hasn't heard any concerns. Marty said getting data from Renae with a year by year comparison would be helpful.



**TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623**

Board Agenda Memorandum

Meeting Date: 2-18-2020

TITLE: Planning Commission/Board of Trustees
Work Session 2-18-2020

SUBMITTING DEPARTMENT: Planning Department

ATTACHMENTS: None

BACKGROUND

This memo is intended to provide background information to facilitate the work session between the Board and the Planning Commission scheduled for February 18, 2020.

DISCUSSION

Projects Approved Under Unified Development Code (UDC)

This is a good opportunity to review the projects which have been approved since the adoption of the Unified Development Code (UDC). The Board and the Commission may want to discuss what has worked and what hasn't when reviewing the developments. Here is a list of the larger developments which have been approved:

2016

10 and 15 Cooper Place – 10 dwelling units (rentals) – **Approved and Completed.**

2017

RFSD Teacher Housing – 20 dwelling units (rentals) – **Approved and Completed.**

45-77 Village Lane (PUD) – 7 townhome units (for sale) – **Approved and Completed.**

862 Main Court – 3 dwelling units behind house (rentals) – **DUPLEX ADDED and 1 Unit original - Approved and Completed.**

2018

Parcels 2, 3 and 4, Thompson Park - 40 dwelling units (for sale) – **Parcel 2 approved – 14 Units under construction.**

Main Street Marketplace (Lot 1, Carbondale Marketplace) – 115 residential dwelling units (rentals), 10,000 sq. ft. commercial – **Approved, first three buildings coming in for building permit this week.**

Red Hill Lofts, Dolores Way (Kay PUD) – 30 dwelling units (rentals) – **Approved – Coming for building permit this week.**

Sopris Lodge Assisted Living Facility – 78 dwelling units (rentals) – **Approved – under construction.**

421, 423 and 425 8th Street – Duplex and Single Family - Merrill and 8th Street (for sale) – **Approved and Complete.**

167 Garfield Avenue – stacked triplex (rentals) – **Approved, permit issued, not under construction yet.**

1st Bank, Lot 5B, Carbondale Marketplace Subdivision – Highway 133 – Drive-through bank – **Approved and completed.**

2019

1201 Main Street (Formerly known as Stein on northeast corner of Main and 133) – 27 dwelling units and 3881 sq. ft. commercial **Building permit application in process.**

Accessory Dwelling Units (ADU'S)

418 Garfield Avenue – **Approved, Completed.**

275 4th Street – **Approved, Almost Complete.**

182 Sopris Avenue – **Approved, basement permit not pulled yet.**

159 Sopris Avenue - **Approved, Shell existing, permit not pulled yet.**

265 8th Street – **Approved, basement remodel completed.**

617 Sopris Avenue – **Approved, attached ADU completed.**

767 Cleveland Avenue – **Approved, under construction.**

710 Euclid Avenue – **Approved, TCO issued, living in it.**

379 Euclid Avenue – **Approved, completed.**

767 Lincoln Avenue – **Above address 767 Cleveland.**

17 Maroon Place – **Approved, completed.**

150 Euclid Avenue – **Approved, permit ready for pickup, just applied for 1/2020.**

The following are some examples of the number of public hearings for some of the larger development projects prior to adoption of the UDC and post-UDC:

Number of Public Hearings - Pre-UDC

Crystal River Marketplace PUD (24 acres on 133) – 9 P&Z + 27 BOT

Thompson Park (original 2012 proposal) – 11 P&Z + 25 BOT

Mountain Sage (26 residential – PUD) – 5 P&Z + 4 BOT

Community Partnership (RE-1 PUD) – 3 P&Z + 7 BOT

Amended Community Partnership (RE-1 PUD) – 4 P&Z + 3 BOT

Carbondale Marketplace (City Market, 10K retail and fueling station) – 2 P&Z + 2 BOT

Number of Public Hearings - Post-UDC

Thompson Park (2018 proposal in compliance with UDC) – 3 P&Z + 2 BOT

Main Street Marketplace (115 residential and 10K commercial) – 2 P&Z + 1 BOT

RE-1 Teacher Housing (20 units) – 1 P&Z + 1 BOT (Courtesy Review)

1201 Main Street (27 residential and 3881 commercial) – 2 P&Z + 1 BOT

*The Town had not yet adopted the UDC; however, the applicants agreed to abide by most of the regulations.

Unified Development Code (UDC) Amendments

In 2018 and 2019, the Planning Commission and Board approved fairly extensive amendments to the UDC. The main amendments were as follows:

- Ø Developed Wireless Facilities Regulations
- Ø Updated Mobile Home Park Regulations
- Ø Expanded locations for Day Care uses and reduced parking requirements
- Ø Made minor amendments to the Land Use Table
- Ø Revised zoning parameters in R/MD and R/HD
- Ø Expanded building design standards in OTR
- Ø Streamlined landscaping/open space/pervious surface requirement
- Ø Clarified parking requirements in the HCC zone district
- Ø Fine-tuned solar access section
- Ø Added the PUD language in the draft PUD policy to the UDC
- Ø Clarified criteria for amending PUDs and created section for PUD amendments

- Ø Revised street tree regulations to reflect Tree Board preferences

Staff has been compiling a list of new potential UDC amendments which include:

- Ø Amend the definition of “Boardinghouse.” (Possibly remove language which states “and not used as a single family residence.”)
- Ø Revise zoning parameters in the R/HD zone district to require building step backs from the street. Review the overall mass and scale which is permitted. (The work done by Clarion in 2019 showed the mass and scale of buildings allowed in the R/HD. This raised some concerns.)
- Ø Reconcile the requirement of a 10 ft. wide landscape buffer along Highway 133 and the maximum 10 ft. setback in the MU zone district.
- Ø Review building height in MU zone district to allow a 38 ft. or 39 ft. height, specifically for properties that are below the grade of the street and/or highway. (request from applicant).
- Ø Requiring possible Carbondale Historic Preservation Commission (CHPC) review of new construction and/or additions in the OTR zone district.
- Ø HCC Parking – Percentage of surface of lot which can be used for residential uses.

Are there other amendments that the Planning Commission or Board would like to see added to the list?

Here is a link to the UDC:

<https://www.carbondalegov.org/Carbondale%20UDC%20-%20Redlined%203-19-2019.pdf>

Comprehensive Plan

The Comprehensive Plan was adopted in 2013. Staff would like to start looking ahead toward an update to the Comprehensive Plan in 2021 with a full overhaul in 2025. We would need to put in a request for funding this year for the 2021 budget.

The Visions, Goals and Strategies in the 2013 Comprehensive Plan established what the community aimed to achieve over 20 years and laid the foundation for a range of implementation actions. When the Town developed the Comprehensive Plan, the need to address sustainability was a priority. As a result, each Vision statement was based on three sustainability elements: Community, Ecology (Environment), and Economy.

The main elements in the 2013 Comprehensive Plan include the following:

- Ø Small Town Character Vision and Goals

- Ø Economic Growth, Diversification and Self-Sufficiency
- Ø Diversity in Housing Types
- Ø Infrastructure and Town Government Fiscal Health
- Ø Ecology and Renewable Energy
- Ø Governance
- Ø Diverse, creative and educated community
- Ø Youth Vision

Are there other elements the Town would like to explore in the 2021 Comprehensive Plan Update?

It may be worth reviewing the 2013 Comprehensive Plan before the meeting – there is a Summary in Chapter 1 that encapsulates it fairly well. The Implementation Table is in Chapter 5. The Town has implemented a number of the goals laid out in that table.

Here is a link to the 2013 Comprehensive Plan:

https://www.carbondalegov.org/departments/planning/comprehensive_plan.php

Administrative

Here is a summary of some of our administrative items:

Mapping

Worked with Roaring Fork Geospatial to create a Phase and Block Map for RVR. The legal documents associated with RVR are labeled by phase and/or block which made it difficult to match the document to the various parcels in RVR.

Worked with the County to provide assessor town parcel data for the Town's Zoning District Map so that the interactive map on the Town's website features current data.

Staff worked with Roaring Fork Geospatial to develop a draft map which overlays the Future Land Use Map from the 2013 Comprehensive Plan onto the Town's Zoning District Map. The purpose of this map is to determine if there are any appropriate rezonings to bring the Zoning District Map and Future Land Use Plan into alignment.

PUDs

Re-organized and streamlined the PUD zone district book. Worked with Roaring Fork Geospatial to create an individual Zoning District Map for each PUD as a cover sheet for reference. (This information still needs to be placed on the Town's website for easy public access.)

Staff plans to create a matrix which lists all of the zoning parameters, development standards and fees in the Town's PUDs to simplify administration of the PUDs (30+

PUDs). The organization will assist in determining an appropriate zone district for any conversion of a PUD to a straight zone district.

Other

The Board approved additional funds in the Planning Department to help organize the backlog of land use files which need to be organized and scanned into laserfiche.

Building Department 2019

The total valuation of all permits for the year was \$53,708,096.

37 dwelling units were added. The type of units are broken down as follows:

- 13 single family homes
- 5 duplexes
- 3 triplexes
- 1 fourplex
- 1 ADU

There was one new commercial permit (City Market and the 10,000 sq. ft. retail building).

RECOMMENDATION

Staff recommends that the Planning Commission and Board discuss planning-related items, determine what is working well and what may need to be adjusted. The Board and Commission may also want to discuss any additional amendments to the UDC as well as the 2021 Comprehensive Plan Update.

Prepared By: Janet Buck, Planning Director

JH
Town Manager